



Board of Directors Roles and Responsibilities

Please note that these roles and responsibilities are general descriptions and vary frequently depending on the strengths of the individual serving in those positions.

President

- Encourages and develops visions for the organization
- Encourages the Board's role in strategic planning
- Provides leadership to the Board of Directors
- Develops meeting agendas and chairs meetings of the Board
- Develops meeting agenda and chairs annual membership meeting
- Helps to guide and mediate Board actions with respect to organization priorities and governance concerns
- Acts as liaison when interacting with other local, state, and national organizations
- Revises and maintains pertinent policy documents
- Coordinates with the Legislative Liaison regarding position papers, political issues, and legislative matters
- Performs other responsibilities assigned by the Board

Vice President

- Performs President responsibilities when President cannot be available
- Assists President with various matters, tasks, and responsibilities
- Plans and coordinates PDA/CEU events per ASVA guidelines
- Plans and coordinates education and awareness events/activities to promote acupuncture among the general public
- Supports Recording Secretary with website development, marketing materials, social media, and other written documents
- Acts as second financial signatory
- Performs other responsibilities assigned by the Board

Recording Secretary

- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, contracts, policies, etc.) to note applicability during meetings
- Maintains website software and content
- Writes, develops, and distributes correspondences such as newsletters, e-blasts, e-mails, letters, marketing materials, and other such documents to the organizations membership
- Performs other responsibilities assigned by the Board

Treasurer

- Manages finances of the organization (includes recording and depositing monies, payment of bills, reconciliation of bank account, interacting with hired accountants or CPAs, etc.)
- Administrates fiscal matters of the organization
- Provides budget reports for the Board
- Provides annual budget report for annual membership meeting
- Ensures development and board review of financial policies and procedures
- Coordinates with Membership Liaison to collect, record, and reconcile membership dues
- Performs other responsibilities assigned by the Board

Legislative Liaison

- Regularly communicates with ASVA's lobbyist regarding any concerning or significant changes to regulation, legislation, statutes, court rulings, etc. that may affect the practice of acupuncture in Virginia
- Collaborates with the President and Vice President to consult with ASVA's lobbyist regarding potential strategies when concerning legislative issues arise
- Collaborates with ASVA's lobbyist and President to write any and all speeches, statements, or other documentation necessary to address concerning legislative issues
- Reports all concerns or significant changes to regulation, legislation, statutes, court rulings, etc. to the Board
- Attends Board of Health Professionals, Board of Medicine, and Acupuncture Advisory Board meetings and/or hearings when pertinent
- Performs other responsibilities assigned by the Board

ASA Representative

- Acts as primary liaison and voting member on behalf ASVA
- Manages secondary liaison who supports the primary liaison in times of need
- Attends ASA meeting, hearings, and conference calls on behalf of ASVA
- Communicates and reports to the Board all news, updates, issues, complaints, etc. related to the ASA
- Manages ASA membership
- Performs other responsibilities assigned by the Board

Membership Liaison

- Manages any and all efforts to solicit new members to ASVA
- Manages and approves pending memberships to the organization
- Manages and approves ASVA membership renewal cycles
- Prepares and distributes new member Welcome letters and certificates
- Prepares and distributes renewing member Welcome letters and certificates
- Collaborates with the Treasurer in collecting membership dues from all members
- Answers inquires regarding membership, membership status, membership renewal, or membership issues
- Perform regular follow-ups with all current, lapsed, and potential members
- Performs other responsibilities assigned by the Board

Member-At-Large

- Supports all other Board members on an as-needed basis
- Participates in Board meetings with a voting capacity
- Makes serious commitment to participate actively in committee work
- Manages all volunteers and committees
- Participates in fund raising for the organization